Iowa Disease Surveillance System

Local Outstanding Follow-Up Reports

Purpose of this Presentation

- **To provide basic instructions to generate the simplest version of the Local Outstanding Follow-up Report**

- **This report can be viewed in IDSS and saved in PDF format**
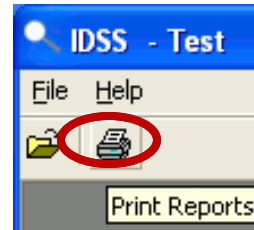
Local Outstanding Follow-Up Report
Purpose of the Report

- **Allows local public health agency (LPHA) users to quickly identify all open investigations in their jurisdiction where the LPHA has the <u>next step</u>**

- **Criteria for a case to be listed on the report:**
  - **LPHA leads investigations on the disease (ex: Salmonellosis; IDPH leads investigations on Anthrax)**
  - **The case is a resident of your jurisdiction**
  - **Investigation complete field does NOT contain a date**
  - **The case falls within user selected criteria (ex: date range)**

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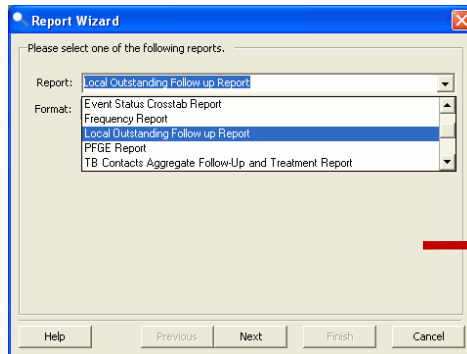# Local Outstanding Follow-Up Reports Creating a Report

- **Open Reports Wizard**

- **Make Wizard Selections**
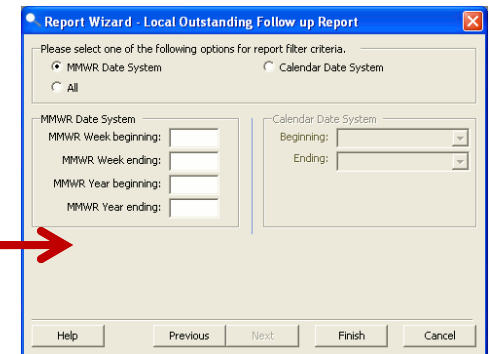
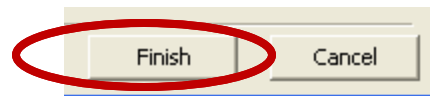 - select report   select filter values   select time frame
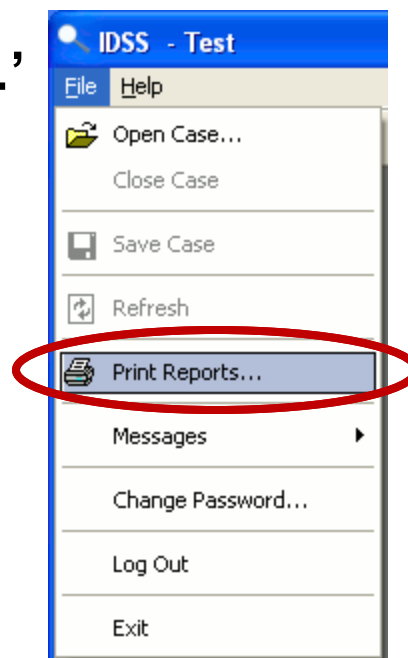

- **Click 'Finish'**

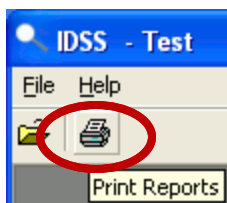# Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step One: Open the Report Wizard**
  - **Select the 'File' menu**
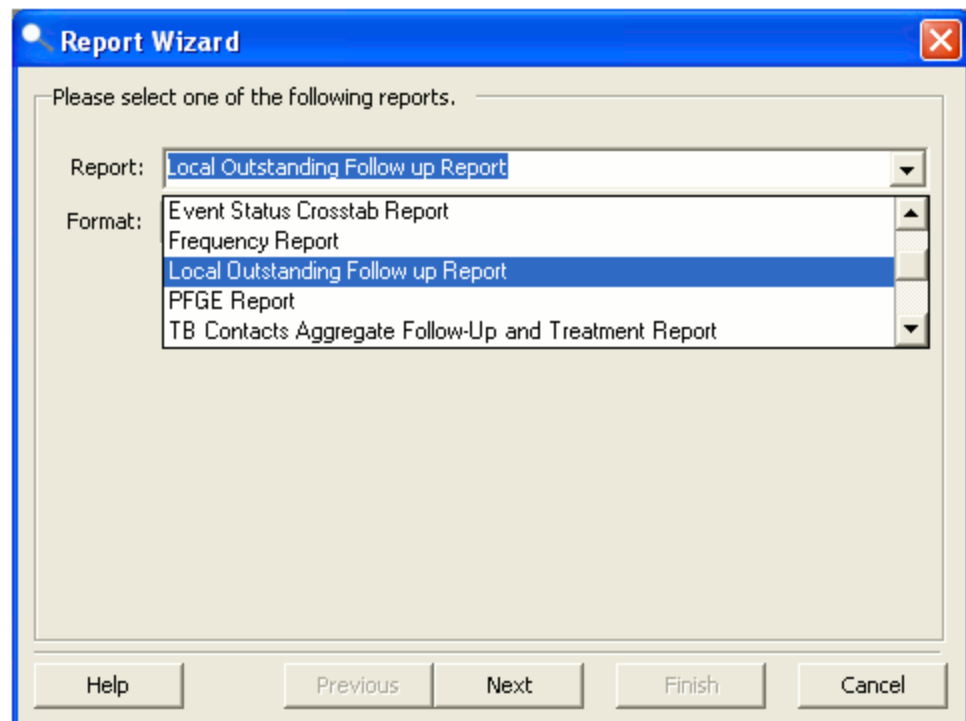 - **Click on 'Print Reports...'**

    OR

  - **Click on the printer icon**

Local Outstanding Follow-Up Reports
Creating a Report

- **Step Two: Select the Proper Report**
  - **Select 'Local Outstanding Follow up Report' from the drop-down menu**

  - **Click 'Next'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: Select Disease and Progress Status**
  - **If no disease/progress status is selected, all diseases/progress statuses will be included in the report by default**

  - **Click 'Next'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Follow-Up Progress**
  - **'Notification made'**
    - **The date the Primary Agency (LPHA) was notified of the new event**
  - **'In progress'**
    - **The date that a user associated with the Primary Agency (LPHA) first opened the new event**
  - **'To be determined'**
    - **Indicates that at one time the disease and address information was not complete enough to determine the county of residence and, therefore, the state became the default Primary Agency**
  - **'Updated'**
    - **Indicates that after the evaluation was complete, the event was opened and changed.**

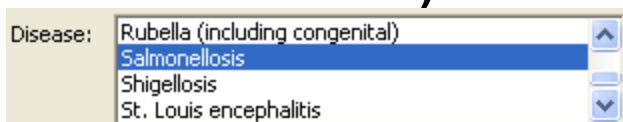# Local Outstanding Follow-Up Reports Details for Creating a Report

- **Choosing the Appropriate Filter Values**
  - **'Disease'**
    - **Local users and/or administrators may choose to view a specific disease or group of diseases**
      - **Example: Selecting the 'Salmonellosis' filter will generate the Report and display only Salmonellosis cases**
  - **'Follow up progress'**
    - **Local users and/or administrators may choose to view a specific follow-up progress value**
      - **Example: Selecting the 'Notification made' filter will generate the Report and display cases where the local agency has been notified but the case has yet to be accessed by the local agency**
  - **By default, not selecting any specific disease or follow-up progress value will automatically include all diseases/Follow up progress values in the report**

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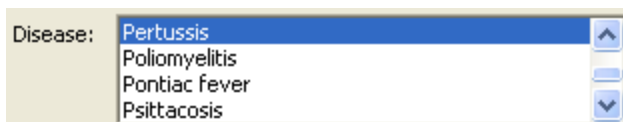
Local Outstanding Follow-Up Reports Details for Creating a Report

- **Using Control-Click to Select Multiple Filters**
  - **Select a disease from the 'Disease' menu (ex: Salmonellosis)**

Disease: | Rubella (including congenital) |
| Salmonellosis |
| Shigellosis |
| St. Louis encephalitis |

  - **Press and hold the Control key ('Ctrl' key)**
  - **Scroll and select another disease (ex: Pertussis)**

Disease: | Pertussis |
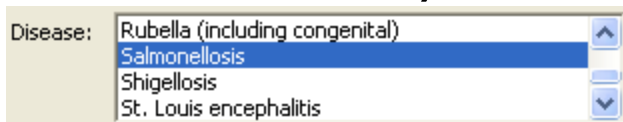| Poliomyelitis |
| Pontiac fever |
| Psittacosis |

  - **Both diseases should be highlighted and will be included in the report**
  - **The above steps will also hold true for 'Follow up progress'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Using 'Shift-Click' to select multiple values**
  - **Select a disease from the 'Disease' menu (ex: Salmonellosis)**

Disease:	Rubella (including congenital)
	Salmonellosis
	Shigellosis
	St. Louis encephalitis

  - **Press and hold the Shift key**
  - **Scroll and select another disease (ex: Pertussis)**

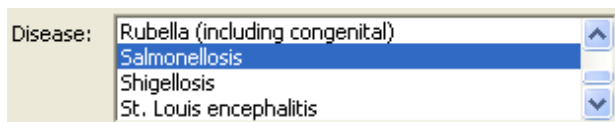| Disease:	Pertussis
	Poliomyelitis
	Pontiac fever
	Psittacosis

  - **Release the Shift key**
  - **All diseases between those selected should be highlighted and will be included in the report**
  - **The above steps will also hold true for 'Follow up progress'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Using Both Shift-Click and Control-Click to Deselect Certain Filters**
  - **Select multiple diseases from the 'Disease' menu using Shift-Click**

  - **Press and HOLD the Control key**
  - **Select disease(s) to be removed (ex: Poliomyelitis and Pontiac fever)**

  - **Release the Control key**
  - **All diseases should be highlighted except those unselected**
  - **The above steps will also hold true for 'Follow up progress'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: Select the Timeframe Option**
  - **'MMWR Date System'**
  - **'Calendar Date System'**
  - **'All'**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: If the MMWR Date System is selected,**
  - **This closely follows Julian calendar, except:**
    - **First day of the week is always Sunday**
    - **Last day of the week is always Saturday**
    - **Must specify beginning and ending weeks**
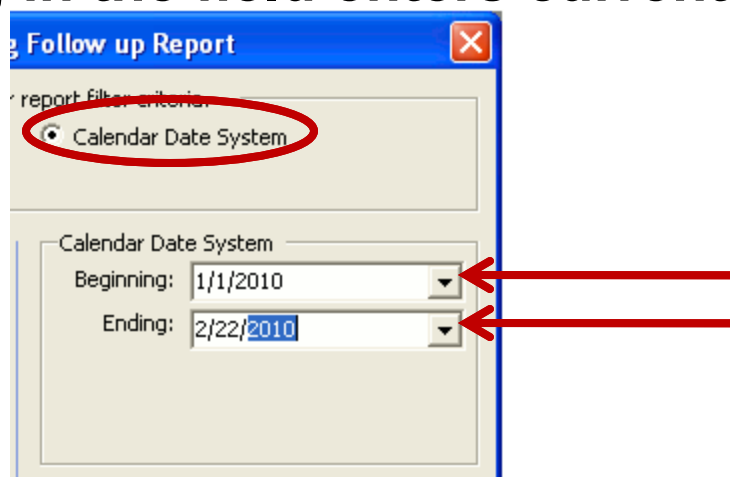   - **Must specify beginning and ending years**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: If the Calendar Date System is selected,**
  - **This is based on the normal Julian calendar**
    - **Must select beginning and ending dates**
  - **Dates may be typed in or selected from the drop-down calendar**
  - **Double-clicking in the field enters current date**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: If the All timeframe is selected,**
  - **Generates a report without a time restriction**
    - **All cases, regardless of time frame, that meet other filter criteria will be included in the report.**

Local Outstanding Follow-Up Reports Details for Creating a Report

- **Step Three: Selecting a Timeframe**
  - **Click 'Finish' to generate the report**

Report Wizard - Local Outstanding Follow up Report

Please select one of the following options for report filter criteria.

- ○ MMWR Date System
- ○ Calendar Date System
- ● All

MMWR Date System
- MMWR Week beginning:
- MMWR Week ending:
- MMWR Year beginning:
- MMWR Year ending:

Calendar Date System
- Beginning:
- Ending:

| Help | Previous | Next | Finish | Cancel |

- **The report generates in pdf format**

Iowa Department of Public Health

Local Outstanding Follow up Report

Disease: (All)
Follow up progress: (All)
MMWR Date: 2010-1 thru 2010-6

Disease	Date notified	Case #	Case name	Age at onset	Case City of Residence	Latest follow up

Local Outstanding Follow-Up Reports Details for Creating a Report

- **The Local Outstanding Follow-Up Report**
  - **The Report is generated based on the selected filter criteria from the three Report Wizard screens**
    - **Disease**
    - **Follow up progress**
    - **Date**
  - **These criteria are displayed in the upper-left portion of the Report header**

Iowa Department of Public Health

Local Outstanding Follow up Report

Disease: (All)
Follow up progress: (All)
MMWR Date: 2010-1 thru 2010-6

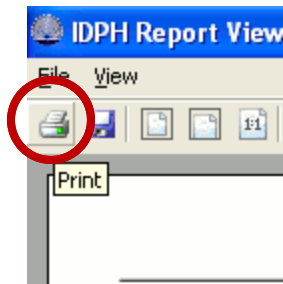| Disease	Date notified	Case #	Case name	Age at onset	Case City of Residence	Latest follow up

  - **Case-specific information is displayed in the body of the Report**
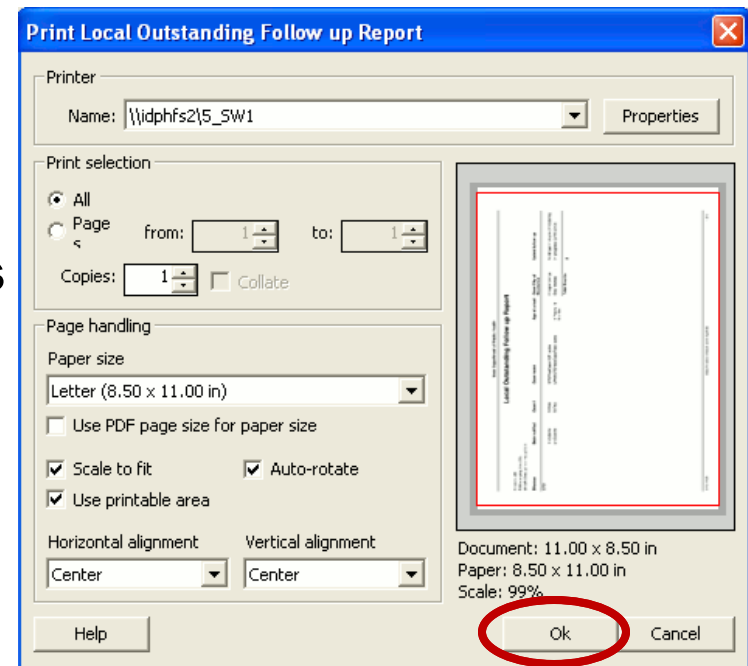
Local Outstanding Follow-Up Reports Details for Creating a Report

- **Printing the Report**
  - **Click on the printer icon in the upper-left corner of the screen**

  - **Select desired print options**
  - **Click 'OK'**

Any Questions?

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4/28/2010